

Emiri Decree no (23) for the year 2007 regarding the establishment of Labor & Social Affairs Ministry

We, Hammed bin Khalifa Al Thani, the Emir of Qatar, after reviewing the constitution, and the Law no (5) for the year 1970, regarding the organization of the Ministry of Civil Service Affairs & Housing and the determination of the ministers authorities and duties of ministries and other government departments, and its amending laws, and Law No (21) for the year 2004 regarding the ministers, and the Emiri Decree No (22) for the year 2007 regarding the cancellation of the Ministry of Civil Service & Housing Affairs, and the Emiri Decree No (8) for the year 1979 regarding the ministries' undersecretaries system, the proposal submitted by the Cabinet of Ministers,

Endorsed the following law:

Article (1)

A ministry is established called the "Ministry of Labor & Social Affairs" and its responsibilities and duties are as stated in this decree.

Article (2)

The Ministry, in addition to its general duties stated in Law No (5) for the year 1970, assumes the following duties:

- 1- Puts the policies and plans for employing the manpower and follows the implementation of these policies and plans.
- 2- Manages the labor market and builds an integral system of information about the labor market.
- 3- Settles the labor disputes as per the rules of law.
- 4- Puts the plans and programs for training and provides vocational training and follows its implementation.
- 5- Participation in building "Qatarization" policies and programs for employing Qatari citizens and follows its implementation.
- 6- Provide social care and social insurance services to citizens who deserve it and controls the social aids payment.
- 7- Builds and develops social development programs and works for its implementation.
- 8- Provides care for and shelters for minors as per the law.
- 9- Registers and declares the private societies and establishments and supervises it as per the law.
- 10- Creates policies related to housing in coordination with the concerned parties and follow its implementation.
- 11- Works for the execution of the laws and rules related to the duties of the Ministry.
- 12- Represents the State in the international and regional conferences and organizations connected with the Ministry's duties.

Article (3)

Taking into account the minister's general duties as per the rules of laws No (5) for the year 1970 and No (21) for the year 2004, the Minister of Labor & Social Affairs assumes the following duties:

- 1- The general supervision of the Ministry's affairs management and the way it carries its duties.
- 2- Issuance of necessary decisions for the organization of work in the Ministry.

Article (4)

The Minister has an office managed by a manager who reports directly to the Minister. The Minister's Office assumes the following duties:

- 1- Organizes files, documents and papers of the minister's office.
- 2- Receives transactions sent to the Minister's Office, prepares it for submission to the minister, then distributes to the concerned departments for study as per the directives of the minister.
- 3- Prepares memos and transactions requested by the minister.
- 4- Contacts the different bodies requesting the submission of papers and data requested by the minister.
- 5- Notify the various bodies with the directions and comments of the minister, follow its execution and feedback the minister with the results.
- 6- Organizes and attends meetings and discussions, which the minister allows him to attend and takes notes.

Article (5)

Taking into account the undersecretary's general duties as per the rules of law No (5) for the year 1970 and Emiri Decree No (8) for the year 1979, the undersecretary assumes the following duties under the supervision of the minister:

- 1- Proposes the draft rules and decisions organizing work in the Ministry or executing its functions.
- 3- Approves payments and financial documents as per the approved financial rules and systems. The undersecretary may delegate some of his powers to the assistant undersecretaries or departments' managers in the Ministry.

Article (6)

The assistant undersecretary assumes the following duties under the supervision of the undersecretary:

- 1- Supervises work performance in the administrative units under him.
- 2- Proposes development projects and operational budgets for the units under him and the methods for executing, following and evaluating it.
- 3- Signs transactions and issues execution decrees for matters that come under his jurisdiction.
- 4- Suggests incentives for employees working under him as per the follow-up and performance evaluation reports.

Article (7)

The ministry consists of the administrative units shown in the attached organizational chart:

Firstly: Units under the Minister:

- 1- The Minister's Office.
- 2- The Legal Affairs Department.

Secondly: Departments under the Ministry's Undersecretary:

- 1- Public Relations Department.
- 2- Information Systems Department.

- 3- Administrative Affairs department.
- 4- Financial Affairs Department.

Thirdly: Departments under the Assistant Undersecretary for Labor Affairs:

- 1- Labor Department.
- 2- National Labor Force Development Department.

Fourthly: Departments under the Assistant Undersecretary for Social Affairs:

- 1- Private Societies and Establishments Department.
- 2- Social affairs Department.
- 3- Juveniles Care Department.

Fifthly: The Housing Department falls under the Assistant Undersecretary for Housing Affairs.

Article (8)

Each department in the Ministry is headed by a manager who is directly responsible in front of the Undersecretary or the Assistant undersecretary, as it might be, and assumes the following duties:

- 1- Manages the administrative affairs, follow the work performance and coordinates between the sections and offices under his jurisdiction.
- 2- Proposes decisions necessary for developing his department's activities.
- 3- Prepares the draft budget for his department.
- 4- Takes decisions and signs the various transactions under his jurisdiction.

Article (9)

The legal Department assumes the following duties:

- 1- Reviews, studies and follows up the legal issues related to the execution of the legislations of the Ministry's activities, in coordination with the concerned departments.
- 2- Prepares the draft the Ministry's legislative tools and exhibits its views on the draft laws referred to it.
- 3- Exhibits its views on the issues referred to it.
- 4- Prepares the drafts for contracts and international agreements that are related to the Ministry, in coordination with the concerned departments.
- 5- Investigates incidents and violations that are imputed to the Ministry's employees, prepares the necessary memos with the investigation outcomes supported by the legal view and recommendations, refers it to the concerned authority and follows the execution of the decisions taken in this regard.
- 6- Follows the judicial disputes in which the Ministry is a party, in coordination with the concerned parties.

Article (10)

The Public Relations Department assumes the following duties:

- 1- Issues informational fliers that exhibit the role of the Ministry and its activities, in coordination with the concerned parties.
- 2- Follows the subjects published in the newspapers and other media means that are related to the Ministry's duties, submits it to the concerned authorities and prepares responds to it.
- 3- Puts programs for the local media concerning the Ministry's duties.

- 4- Take the necessary arrangement for the reception of the Ministry's guests and visitors and acquainting them with the Ministry and the services it provides.
- 5- Makes arrangements for the travel, hosting, lodging and departure of the visiting delegations, in coordination with the Financial Department.
- 6- Organizes the cultural, social and sport activities for the Ministry's employees and supervise exhibitions and festivals held by or participated in by the Ministry.

Article (11)

The Information Systems Department assumes the following duties:

- 1- Prepares plans and policies of using the computer in the various activities of the Ministry and follows the execution of these policies and plans.
- 2- Programs, saves, retrieves and develops the information systems and data necessary for the functions of the Ministry.
- 3- Secures and maintains the electronic software and networks necessary for the Ministry's computer system, in coordination with the concerned departments.
- 4- Develops and monitors the Ministry's site in the internet.
- 5- Designs, operates and manages the various data base and information.
- 6- Provide the technical support required by the network users in the Ministry; train them on how to use the systems, software, computers and its accessories.

Article (12)

The Administrative Affairs Department assumes the following duties:

- 1- Determines the Ministry's needs of manpower in coordination with the concerned departments.
- 2- Execute the procedures related to the Ministry's employees, coordinate and follow the services provided to them.
- 3- Determine the training needs for the Ministry's employees, in coordination with the concerned departments.
- 4- Secure the requirements of the Ministry and its various departments with regard to the equipments, tools and services necessary for carrying its duties, in coordination with the concerned departments.
- 5- Receives, sorts and registers the in-coming and out-going mail.
- 6- Organizes the Ministry's archives, keep and documents information in the modern ways.

Article (13)

The Financial Affairs Department assumes the following duties:

- 1- Execute the financial rules, by-laws and financial systems related to the Ministry's duties.
- 2- Prepares the Ministry's annual budget draft and its closing accounts, in coordination with the concerned departments.
- 3- Supervises the execution of the payment orders and audit the revenue and expenditure accounts.
- 4- Supervise the procurement, tenders and biddings operations, in coordination with the Central Tenders & Bidding Committee.
- 5- Prepares payments orders, payments documents and employees' salaries and wages transactions.
- 6- Controls the collection of duties imposed on services provided by the Ministry.
- 7- Supervises the Ministry's stores.

Article (14)

The Labor Department assumes the following duties:

- 1- Monitors the execution of the labor legislations.
- 2- Issue licenses for bringing manpower from abroad on behalf of others.
- 3- Settle the labor disputes as the rules of the Labor Law.
- 4- Drafts organizational decisions related to the health and the occupational safety and monitors its execution.
- 5- Inspects plants and takes the necessary actions for seizing violations to the Labor Law.
- 6- Follows the decisions and recommendations issued by the regional and international labor organizations and bodies and coordinate with the concerned parties for its execution.
- 7- Drafts labor agreements and supervises its execution.

Article (15)

The National Manpower development Department assumes the following duties:

- 1- Prepares studies and field surveys about the labor market with regard to the size of manpower, the needs of the domestic market in various aspects and inducts its future needs.
- 2- Prepares an integral data base about the labor market, manpower and the present and future needs of national manpower in various aspects, in coordination with the Information Systems Department.
- 3- Puts up plans for the employment of the national manpower and follow its executions.
- 4- Puts up plans for training and vocational training and follows its execution.
- 5- Participates in putting posts nationalization policies and national manpower employment programs and follows its execution.
- 6- Registers Qataris looking for jobs and names them for suitable posts.

Article (16)

The Private Societies and Establishments Department assumes the following duties:

- 1- Registers and declares private societies and establishments and supervises it as per the law.
- 2- Maintains a file for each private society or establishment that includes a copy of its document or deed of establishment, as it might be, its constitution, certificate of registration and the decrees issued in relation to it.
- 3- Prepares studies related to the support of the private societies or establishments in a way that assists it in doing its functions and achieve its objectives.
- 4- Reviews the estimated annual budget and the closing accounts of the private societies and establishments.
- 5- Studies applications submitted by private societies and establishments requesting its affiliation, subscription, or joining a society, a foundation or a club outside Qatar.

Article (17)

The social Affairs department assumes the following duties:

- 1- Puts policies and plans for social care and labor and executes it.
- 2- Puts and executes social development programs.

- 3- Provides social care, social insurance services to entitled people and organize the payment of social aids.
- 4- Follows the execution of legislations related to the social care and social insurance.
- 5- Supervises the Women Training & Rehabilitation Center.

Article (18)

The Juveniles Care Department assumes the following responsibilities:

- 1- Cares for and lodge juveniles as per the rules of law.
- 2- Supervises the Social Organizations' social care houses, which are established for the lodging, caring and the rehabilitation of juveniles.
- 3- Follows the execution of the measures related to the judicial surveillance and the responsibilities imposed on the minor.
- 4- Provides the necessities of the social care houses inmates, such as services, health, physical, educational, psychological and social care.
- 5- Works for the rehabilitation of the delinquent juvenile and rebuilds his identity on sound basis and reintegrates him into his family and society.
- 6- Provides the juvenile with knowledge, theoretical and professional skills.
- 7- Conducts the necessary studies and researches for ascertaining the reasons behind the juveniles' delinquency and recommend the necessary measures to avoid it.
- 8- Spreads the necessary awareness about children care and nursing, juveniles' delinquency phenomenon and how to prevent and cure it, through participation in seminars, conferences, lectures and other suitable media.

Article (19)

The Housing Department assumes the following responsibilities:

- 1- Conducts the necessary studies and researches for designing and developing the housing policies in the country.
- 2- Coordinates and cooperates with all government bodies and banks related to the Department's duties.
- 3- Establishes and develops an integral data base for housing.
- 4- Prepares periodical reports about the status of housing in the country.
- 5- Studies applications for acquiring houses provided by the government and takes action about it as per the observed laws.
- 6- Executes the laws, decrees and rules related to housing.
- 7- Receives complaints related to government housing and settles it as per the rules.
- 8- Takes necessary actions for maintaining, demolishing or reconstructing government houses as needed.

Article (20)

As per decree from the Cabinet of Ministers, based on a recommendation by the Minister, the Ministry's administrative organization might be amended, whether by addition, removal or integration or assigning new responsibilities or changing the existing ones.

Article (21)

By decree from the Minister, new sections in the Ministry's departments may be added or cancelled or integrated or assigning to it new responsibilities or changing the existing ones.

Article (22)

As per decree from the Cabinet of Ministers, based on a recommendation by the Minister of Labor & Social Affairs, employees from the Ministry of Civil Service & Housing may be transferred to the Ministry of labor & Social Affairs with their current levels and all their service rights.

The Secretariat General of the Cabinet of Ministers will settle the cases of the other employees who were not transferred to the Ministry.

Article (23)

The Minister issues the necessary decrees for the execution of the rules of this decree.

Article (24)

All the concerned parties, each in its concern, should execute this decree and work according to it starting the 1st of October 2007 and to be published in the official gazette.

Hammad bin Khalifa Al Thani
The Emir of the State of Qatar
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